

Department of Veterans Affairs  
Office of the Under Secretary for Health  
Veterans Health Administration  
Washington, DC 20420

September 19, 1995

MEMORANDUM  
NO. 10-95-004

**DECISION SUPPORT SYSTEM FIELD ADVISORY BOARD (FAB)**

1. **PURPOSE:** This memorandum establishes the Field Advisory Board (FAB) for the Decision Support System (DSS).

2. **MISSION:** The Field Advisory Board (DSS/FAB) will work with the DSS Program Office to identify, prioritize, track and resolve issues that arise from pilot site experience.

3. **ACTION**

a. The Board will be comprised of 19 members (rotated annually) and 3 permanent members (22 total) from organizations with involvement in the DSS Program. The Field Advisory Board (FAB) will report to the DSS Program Director.

b. The Membership of the Board is as follows:

The Chairperson will be a medical menter Director with experience in DSS implementation.

**VHA Representation**

VHA Chief Financial Officer (*ex-officio*).  
AsCMD for Operations (*ex-officio*).

**MIRMO Representation**

Director, Information Resources Management Field Office or designee (1)  
Director, National Medical Databases or Designee (1)

**Medical Center Representation**

Directors (2), *includes Chairperson*  
Chief of Staff (1)  
Chief, Fiscal Service (1)  
Chief, Clinical Service (1)  
Clinician (1)  
Chief, Medical Administration Service (1)  
Site Manager for DSS (2)  
Chief, Information Resources Management (1)

**Austin Automation Center Representation**

AAC Support Staff for DSS (1)

**THIS MEMORANDUM EXPIRES SEPTEMBER 19, 2000**

**VHA MEMORANDUM**  
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**DSS Program Office Representation**

DSS Program Director (1)  
Implementation Program Coordinator (1)  
Deputy Director for Operations (1)  
Deputy Director for Data Systems and Development (1)  
Deputy Director for IRM (1)  
Contracting Officer's Technical Representative (COTR) (1)

**Contractor Representation**

Transition Systems Incorporated Staff Member(1)

The Board will have frequent conference calls or meet as often as needed to accomplish its mission as determined by the Chairperson or the DSS Program Director

**Specific Duties and Responsibilities**

- a. The Board will work with the DSS Program Office to identify and prioritize current and emerging issues concerning the implementation and use of the DSS system.
- b. The Board will review and monitor work plans that are produced by the DSS Program Office to resolve current and evolving issues.
- c. The Board will raise major issues to the Corporate Advisory Board (CAB) for concurrence and/or resolution.

4. **REFERENCES:** None

5. **FOLLOW-UP RESPONSIBILITY:** VHA Chief Financial Officer and DSS Program Director (17/DSS).

6. **RESCISSION:** This Memorandum expires September 19, 2000.

Kenneth W. Kizer, M.D., M.P.H  
Under Secretary for Health

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